APPLICATION FOR RECORDS RETENTION SCHEDULE
S0422-01

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Natural Resources Parks and Historic Sites Division Historic Preservation Section 704 Trinity-Washington Building Atlanta, Georgia 30334	Application Number **85-44**
Application Number		Date Received **APR 2 2 1985** Date Completed **JUL 0 3 1985**

2. Person to Contact   Charlotte Thompson

Working Title   Administrative Clerk

Telephone Number   656-2840

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest   Latest

1969 | ongoing

5. Records Series Title *(followed by title used in office; if different)*

Georgia National Register Review Board Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Parks and Historic Sites Division of the Department of Natural Resources is responsible for acquiring, preserving, and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and for establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities to the public.

The Historic Preservation Section serves as the State Historic Preservation Office in Georgia. By working in partnership with the U.S. Department of the Interior and local communities, the Historic Preservation Section carries out the mandates of the National Historic Preservation Act of 1966 as amended by providing technical assistance in the preservation of historical, architectural and archaeological resources in Georgia.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: The legal establishment of, the organization of, the specific details related to the operation of, the correspondence of, the members of, and the records of meetings of the Georgia National Register Review Board.

Included are:

Copies of federal and state legislation and the interpretation thereof; the By-Laws, Conduct of Meeting, Planning and Follow-up, and Travel Guidelines; Reference materials, Correspondence, Information on individual Board Members, and materials relating to specific meetings such as agenda information and minutes.

File is arranged: By type of document, individual Board Members, and specific meeting

8. Monthly Reference Rate   How often are records referred to which are:
One to six months old _thrice_ ; Seven to twelve months old _once_ ; Thirteen to twenty-four months old _once_ ;
twenty-five months and older _once_ ?

9. Annual Rate of Accumulation of Records
Letter-size drawers _one-half_ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

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X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Information on individual Board members is biographical data only, not personnel-
	X	c. Is this a vital record? type data
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law   _____ years.   d. Audit period   _____ years.

b. Statute of limitation   _____ years.   e. Administrative need   Unlimited ___ years.

c. Federal law   _____ years.   f. Federal retention instructions ___3___ years.

                                                                     Federal OMB Circulars A-102
                                                                     and A-110 (See attached)

Attach copy or excert of laws or regulations. Explain administrative need.

It is information that is not needed frequently in office, or which may be out of date, but
it should be retained as operational procedures and historical records of the Georgia National
Register Review Board.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:
☐ Calendar Year; ☐ Fiscal Year; ☒ Other _state fiscal year_ ___then,

☒ Hold in the current files area _____ month(s) _three (3)_ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☒ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Elizabeth A. Lyon	4/5/85	Pat Damian	4-20-85
		State Records Committee (Signature)	Date
Recommendations in para- graph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		
	Secretary of State/Designee	Edward Weldon	5/9/85
	Attorney General/Designee		7/2/85

AR–50–71; Rev. 76   (Reverse Side)